

## Generate a ZOOM meeting in Moodle

You can set up a recurring Zoom meeting for your course from within your Moodle course if one of the following two conditions is met:

- ➔ You have a ZOOM license from Leuphana or
- ➔ You have a Pro license from ZOOM

### 1. Activate editing mode

Go to your course in which you want to set up a Zoom meeting via myStudy or Moodle.

Switch to the editing mode in your course.

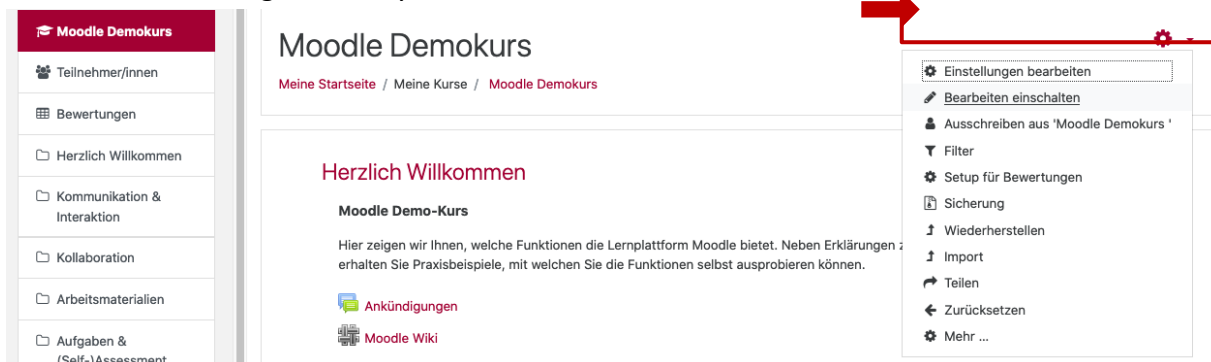


Figure 1: Moodle course room

### 2. Add activity

Now the "+" icon appears on the right side of the course. Click on "Add material and activity".

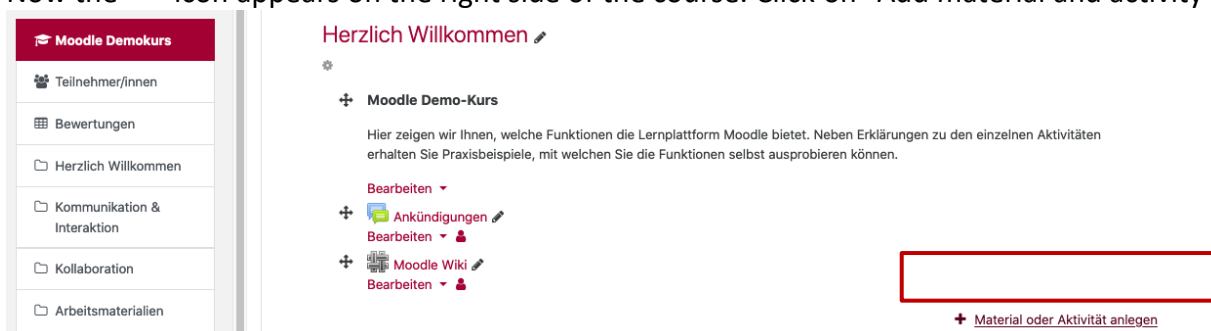


Figure 1: Moodle course room - editing ode

### 3. Add ZOOM Meeting

Add the activity "Zoom Meeting" from the activity list.

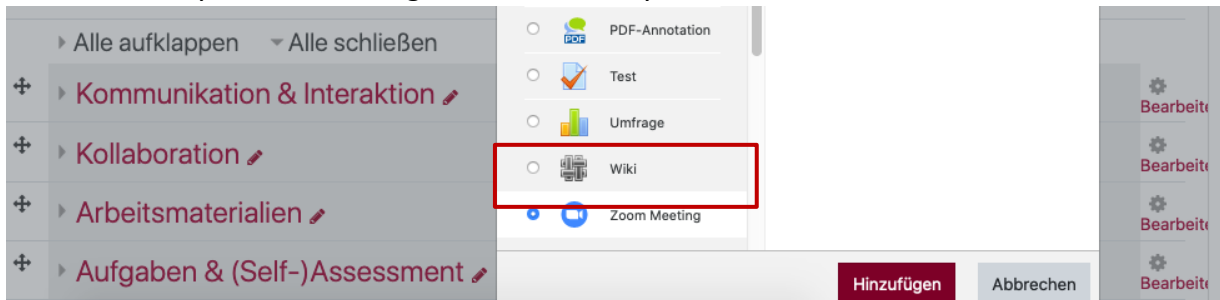


Figure 2: Moodle course room - activity list

### 3. ZOOM Meeting Settings

Now you can adjust the settings such as time, duration, password, etc. under the tab "General" according to your requirements. Please make sure that the meeting is recurring. Other settings like "Meeting Options" and "Alternative Hosts" can also be customized according to your needs. You can leave all other tabs with other setting options as default and save the changes.

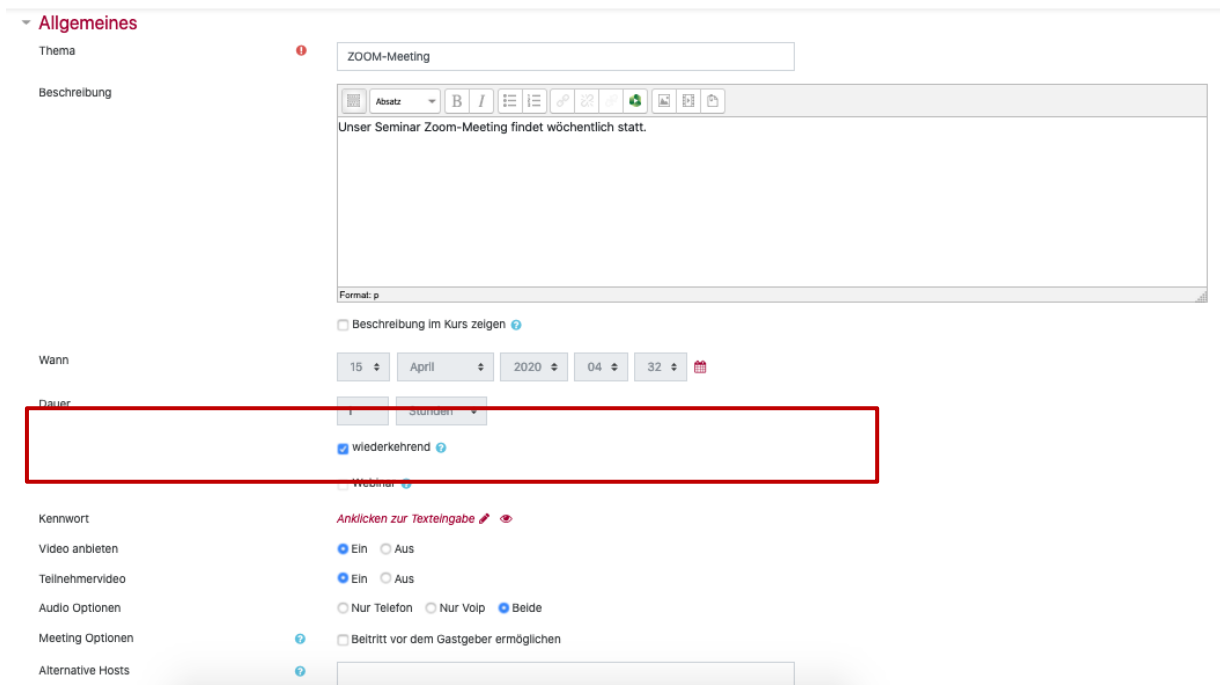


Figure 4: ZOOM meeting basic settings



#### 4. ZOOM meeting

Now, the ZOOM meeting will appear in your course room. By clicking on "Edit" you can make further modifications directly to the activity if required:

- ➔ switch back to the settings
- ➔ indent to the right
- ➔ hide
- ➔ delete

Please disregard the "Assign Roles" item, as this setting does not work for this activity (Zoom Plugin) and has already been made via the "Alternative Hosts" setting. The activity "Zoom meeting" cannot be duplicated because it is a recurring meeting. By clicking on the check mark in front of the activity, the meeting can be moved within a section

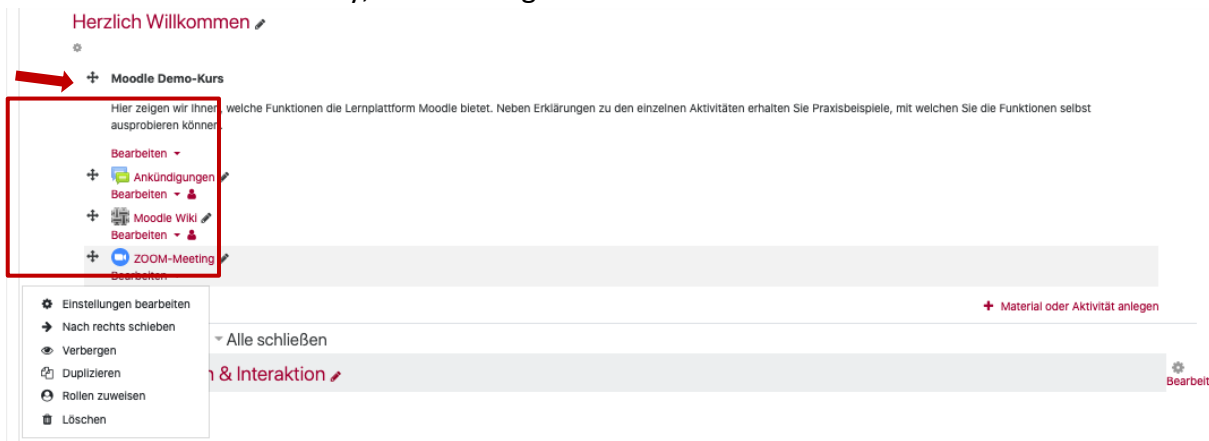


Figure 5: ZOOM meeting in the course room – edit

## 5. ZOOM meeting

By clicking on the ZOOM meeting, the access data and the previously selected setting options for audio and video appear in the table. Switch to the "All meetings" overview.

ZOOM-Meeting ⚙️ -

Unser Seminar Zoom-Meeting findet wöchentlich statt.

Meeting starten	
Sitzungen	
wiederkehrendes Meeting (Meeting ohne Enddatum oder Schlusszeitpunkt)	
Kennwort geschützt	Ja
Kennwort	838716
Join link	<a href="https://zoom.us/j/98433206901?pwd=eVMyZ0NkUThYYjZrYWU3enNFUDhUQT09">https://zoom.us/j/98433206901?pwd=eVMyZ0NkUThYYjZrYWU3enNFUDhUQT09</a>
Einem Meeting vor dem Gastgeber beitreten	Nein
Start video when host joins	Ja
Video starten, sobald Teilnehmer/in beitrifft	Nein
Audio Optionen	Beide

Alle Meetings

Figure 6: ZOOM meeting - access data etc.

## 6. All meetings

With the "All meetings" option, all your meetings will appear "chronologically" over time.

Moodle Demokurs

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**Zoom Meetings**

Neue Meetings

Abschnitt	Thema	Beginnzeit	Dauer	Aktionen	Sitzungen
Herzlich willkommen	ZOOM-Meeting	wiederkehrendes Meeting (Meeting ohne Enddatum oder Schlusszeitpunkt)	--	Start	Sitzungen

Beendete Meetings

Abschnitt	Thema	Beginnzeit	Sitzungen

Figure 7: ZOOM Meeting - All Meetings

For questions about setting up and using Zoom meetings via Moodle, please contact: [digi-support@leuphana.de](mailto:digi-support@leuphana.de)